



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

Date: April 23, 2009
To: School Safety Program District Contact
From: Rani Collins, School Safety Program Administrator *RC*
School Safety and Prevention
Subject: School Safety Program Year-End Report

The School Safety Program Year-End Report documents will be available for download on **May 1, 2009**. All schools that receive School Safety Program funds are required to complete and submit the Year-End Report as noted in the FY 2010 School Safety Program Renewal Application instructions. The Year-End Report will be used for reporting on the 2008-2009 school year, planning for the 2009-2010 school year, and meeting the program evaluation requirement pursuant ARS 15-154.

For consideration of continued funding, each school must complete the Year-End Report. Please visit <http://www.azed.gov/sa/health/prevPrograms>, go to the Prevention Programs tab, and click on School Safety Program, to download the required documents and instructions. Be certain that each document clearly indicates district, school, and officer name.

Send **two copies of each school's** Year-End Report to:

Arizona Department of Education, 1535 W. Jefferson Bin #29, Phoenix, AZ 85008
ATTN: School Safety Program.

Year-End Reports are **due June 5, 2009**. The Year-End Report includes the following documents:

FY 2009 Report

1. FY 2009 School Safety Assessment and Prevention Team Summary
2. FY 2009 Activity Log Summary

FY 2010 Program Planning

3. FY 2010 School Safety Program Implementation Plan
4. FY 2010 Law Related Education (LRE) Implementation Plan
5. FY 2010 Operational Plan

Please note that documents 1, 3, 4, and 5 collect site level information while document 2 collects officer level information.

If you have any questions or need assistance, feel free to contact me, (602) 542-8728 rani.collins@azed.gov or James Collins, (602) 364-2453 james.collins@azed.gov.

Thank you!